



UBE Score Transfer Application Supporting Documentation Checklist

You can speed the application process by providing supporting documentation with your application. Within the application, where copies are allowed, you will be instructed to upload documents as attachments. Where original documents are required, you will see instructions for mailing documents to the Committee on Character and Fitness. **Do not mail supporting documents until you have submitted and paid for the UBE score transfer application.**

Within five business days of your electronic submission, the following hard copies must be *received in our office (submitted in a single submission)*:

Declaration (original, notarized)

Authorization and Release (original, notarized)

All other documents that you have not uploaded

NOTE: Per Ariz. Sup. Ct. Rule 35(h) (1)(A): An applicant must take the oath of office and be admitted to practice within five years prior to the date when the UBE Score was earned. This means your background investigation must be completed before the date of your exam. If you have not submitted your application at least 6 months prior to your score expiration date, you may not be eligible for admission and no refund is permissible in accordance with the admission rules.

These documents will be required to be submitted with your application for UBE score transfer:

- ☐ 1. An official UBE score transcript from NCBE showing a **minimum acceptable score of 273** or higher. An applicant who failed to earn the minimum acceptable score within six (6) attempts, regardless of where the uniform bar examination was taken, shall not be eligible for UBE score transfer and must test in Arizona. Instructions for submitting a request for an official UBE transcript can be found on the UBE Score Transcript Services page on [NCBE's website](#). ***I confirm that I have reviewed my score validity and timeline reminder in box above.***
- ☐ 2. Evidence of graduation with a Juris Doctor degree from an ABA-approved law school.
You may submit one of these three forms of proof:
 - Photocopy of diploma, showing name, date and degree
 - **Original** verified transcript indicating date Juris Doctor conferred, or
 - **Original** and **currently dated** letter from your law school attesting to date Juris Doctor conferred
- ☐ 3. Photograph (upload required). Minimum 2 X 2 inches; maximum 2.5 X 2.5 inches, passport-type photo of you only; head and shoulders only, no hat, hoodie or other item obscuring your face or head; color or B&W acceptable. Write your Social Security Number on back of photo. Paper prints and Polaroid photographs are unacceptable.
- ☐ 4. Completed fingerprint card with ink prints (original required). Standard FBI blue and white card on heavy stock, available from law enforcement agencies or the Committee on Character and Fitness; request a card from the Committee on Character and Fitness [here](#).

- ☐ 5. Certificate of Good Standing (if presently or previously admitted in another jurisdiction; foreign or domestic)
- Must be dated no earlier than 60 days prior to application
 - Must indicate date of admission and reflect current good standing
 - May not be printed off website or internet
- ☐ 6. Disciplinary history (*original required*) from every jurisdiction in which you are currently or were ever admitted.
- Must be dated no earlier than 60 days prior to application
 - Must indicate disciplinary history in that jurisdiction
 - Must list grievances filed and disposition, if any
- Note: Applicants currently subject to lawyer discipline or the subject of a pending disciplinary matter in any jurisdiction are not eligible for admission by transfer of uniform bar examination score. (Supreme Court Rule 34(h)(1)E)**
- ☐ 7. Proof of Citizenship (copy may be uploaded to online application) If a US citizen, a copy of your birth certificate, passport information page, valid driver's license, completed I-9, or certificate of naturalization (*copies allowed*). If not a citizen of the USA, provide copies of official documentation of immigration status.
- ☐ 8. Valid MPRE Score; **minimum scaled score 85 or above**, taken within eight (8) years before the successful bar examination or within the time frame for taking the oath of admission (Supreme Court Rule 35(8)). Applicants must request NCBE to forward MPRE scores directly to Arizona. Score reports may not be sent by the applicant. To request a score report be sent to Arizona, or to register for the next MPRE exam, go to [NCBE's website](#).
- ☐ 9. Completion of Arizona Law Course as required by Supreme Court Rule 34(j).
For registration information on how to fulfill this requirement, please go to the following link, where you will find information allowing you to either view video modules, from your computer in any location, or register for a class to be administered in Arizona. Your completion of all online modules triggers an internal notice to our staff. You are not required to upload or submit certificate of completion. [Click here to register](#)
- ☐ 10. Civil action(s) for the last ten years or since age 21, whichever is shorter to which you have been a party (including divorce) provide copies of the complaint, judgment and/or final disposition.
- ☐ 11. For every criminal case in which you have been involved:
- Provide a copy of the police officer's narrative report
 - From the court of record, provide the complaint, indictment, sentence, proof of satisfaction or conditions imposed, and the final disposition.
- ☐ 12. Certified driving history from every state in which you have held a driver's license for the past 10 years (*copy allowed*). Must be issued by the jurisdiction for the longest period of time offered, cannot be printed off internet.